



PEEBLES GOLF CLUB BAR MANAGER

1.0 MAIN PURPOSE OF THE JOB

- 1.1 To deliver effective management to the efficient operation of the Club's bar facility
- 1.2 To ensure compliance with Club Policies in relation to the usage of the bar and surrounding areas
- 1.3 To ensure compliance with Licensing Laws and related legal obligations under the terms and conditions of the Club's license

2.0 PRINCIPAL ACCOUNTABILITIES

- 2.1 To provide an efficient and effective bar service to members, guests and visitors.
- 2.2 To Ensure purchasing of stock, stock levels and stock taking procedures are fit for purpose, robust and transparent.
- 2.3 To Analyse EPOS detailed sales reports bringing forward recommendations for any changes regarding ranges and suppliers.
- 2.4 To be fully trained in EPOS back-office operations.
- 2.5 To manage staff rotas in such a way to ensure an efficient and effective service is provided at all times, whilst complying with financial approved budgets in regards staff pay.
- 2.6 To establish and maintain effective relationships with members, guests and suppliers.
- 2.7 To ensure the bar and balcony area are always kept tidy and that equipment used by the bar staff is in good working order and maintained to a satisfactory standard.
- 2.8 To ensure the security and accuracy of all cash and stock supported by the relevant documentation e.g. delivery notices, statements, invoices, till records.
- 2.9 To strictly observe all current Health & Safety regulations and procedures.
- 2.10 To work in accordance with the Company's Policies and be conversant with general security procedures around accountability for Monterey transactions and banking procedures.
- 2.11 Any other duties as may reasonably requested by the Company. The above duties and responsibilities do not include or define all tasks that may be required by the post holder.

3.0 **REPORTING RESPONSIBILITY**

3.1 The post holder will report to the Secretary Manager. They will have direct reporting responsibility for all bar staff.

4.0 **PERSON SPECIFICATION**

4.1 Ability to manage and motivate staff and set the highest standards of Customer Service.

4.2 Good communicator.

4.3 Demonstrate an ability to deal with members fairly and without prejudice.

4.4 Ability to maintain accurate records in relation to stock purchases and sales.

4.5 Ability to work well in a team – particularly in relation to the catering team.

4.6 Ability to challenge the status quo – be positive about change.

4.7 Must be willing to undertake any training that may be necessary to improve their ability to carry out their duties.

5.0 **CONDITIONS OF SERVICE**

5.1 The post will subject to the terms and conditions of the Company, which are outlined within the Company's Statement of Particulars of Employment.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB DESCRIPTION PREPARED BY:	Brian A Boyter
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